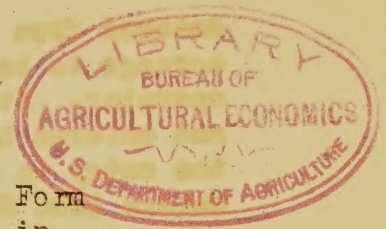


Issued February 1, 1941

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

## 1941 SUPPLEMENTARY COTTON PROGRAM



(The following Part I contains instructions for executing Form SCP-1. Instructions for handling cotton order stamps and instructions for executing applications for stamp payments and issuing stamps to farmers will be issued as separate parts of these instructions.)

PART I. INSTRUCTIONS FOR EXECUTING FORM SCP-1, "INTENTION TO PARTICIPATE  
IN THE 1941 SUPPLEMENTARY COTTON PROGRAM"

Section 1. General. - In accordance with the provisions of the "Regulations Governing the 1941 Supplementary Cotton Program", to be eligible to receive cotton order stamp payments, notice of intention to make adjustment in the 1941 cotton acreage must be filed with the county committee on a prescribed form by the operator of the farm prior to June 15, 1941. Form SCP-1, "Intention to Participate in the 1941 Supplementary Cotton Program", will be used for this purpose. Form SCP-1 is printed as a rediform, original and one copy, with the carbon inserted in order that a copy may be made available to the Surplus Marketing Administration. In no case shall the carbon and copy be detached until the form has been executed as provided herein and the copy is ready to be transmitted to the Surplus Marketing Administration.

The farm payment of cotton order stamps will be computed as soon as possible after performance is determined and cannot exceed the payment computed on the intended diverted acreage as shown on Form SCP-1. Producers qualifying for cotton order stamp payment will also be eligible for a special food and feed production payment to be made under the 1941 Agricultural Conservation Program. It shall be the responsibility of the county committee to make available to operators of cotton farms in the county information as to the provisions of the Supplementary Cotton Program in order that they may file Form SCP-1 in the county office if they desire to participate in this program.

Sec. 2. Execution of Form SCP-1. - As soon as a supply of Forms SCP-1 is received, the county office shall prepare a Form SCP-1 for each farm (except 1941 new cotton farms) for which a 1941 cotton acreage allotment has been determined.

The State and county code, farm serial number, and the name of the county shall be entered in the spaces provided in the upper right hand corner.

In executing section II of Form SCP-1, items 1 and 2, the 1941 allotment and the 1940 measured cotton acreage, respectively, are to be



entered from records in the county office. Item 3, the 1941 intended acreage to be planted on the farm, is to be secured from the farm operator. Item 4, the 1941 intended diverted acreage, is to be computed and entered by the county office; this will be obtained by subtracting the entry in line 3 from the smaller of the entries in items 1 and 2 unless item 2 has been lined out as hereinafter provided. Item 7, number of producers to share in the cotton crop, is to be secured from the operator of the farm or from 1940 program records in the county office in cases where this entry is not made by farm operators. The name of the 1941 operator is to be entered in the spaces provided in the left side of section II. No other entries are to be made in section II by the county office.

If the county committee finds that the 1940 measured cotton acreage for a farm was reduced because of drought, flood, hail, insect pests, or any other natural cause beyond the control of the operator, a line shall be drawn through the entry in item 2, the reason why such acreage was reduced shall be briefly described in a word or two in the margin to the left of item 2, and a member of the county committee shall enter his initials thereunder. Only cases where the acreage was actually reduced because of one or more of the above causes should receive consideration under this provision. The county committee should use its knowledge of crop conditions in the county in 1940 in making this determination. The 1940 ACP application for payment will indicate if division of the cotton payment under the 1940 ACP program was made on a different basis than the 1940 acreage of cotton and the reason for such different division will be noted thereon. This provision should not generally apply unless the cause for the reduced acreage was fairly general in the community in which the farm is situated; however, there may be rare exceptions where only one or two farms in a community may have been affected in 1940 by one of the above factors. In such cases the 1941 acreage allotment will be used in determining the intended diverted acreage on Form SCP-1 and also in computing the actual diverted acreage and stamp payment for the farm.

After the above entries have been made, the Forms SCP-1 may be delivered to operators of cotton farms through the mail or at community meetings. If the form is mailed, it shall be accompanied by a letter (similar to attached copy) advising the operator that he should enter his 1941 intended acreage in item 3 of section II and also enter in item 7 the number of persons who, as landlord, operator, tenant, or sharecropper, will share in the 1941 cotton crop on the farm. The operator should also be advised that the maximum farm payment of cotton order stamps cannot exceed the payment computed on the intended diverted acres, which will be the amount by which his 1941 intended acreage as entered by him in item 3 of section II is less than the smaller of the farm's 1941 allotment or 1940 acreage. He should also be advised that it is not required that the 1941 acreage be reduced as much as indicated on the Form SCP-1 in order to be eligible for a stamp payment; that is, if the 1941 acreage



of cotton on the farm is greater than the intended acreage as shown in item 3 of section II, a payment may be made if a diversion of cotton acreage sufficient to result in a minimum farm payment of \$5.00 is made under the Supplementary Cotton Program. The farm operator should be further advised that in order to be eligible for any payment he must execute items 3 and 7 of section II, affix his signature in the space provided, and return the form to the county office before June 15, 1941.

When the Forms SCP-1 have been returned to the county office by the farm operator, they shall be examined to determine whether item 3 of section II indicates any intention to participate in the Supplementary Cotton Program. If such an intention is not indicated, the words "Not eligible" shall be entered on the form and no further computations need be made in section II.

Sec. 3. Transmittal to Surplus Marketing Administration. - Forms SCP-1 for those farms indicating an intention to participate in the program shall be assigned intention sheet serial numbers in numerical sequence beginning with the number one. These intention sheet numbers shall be in the order in which the copies of eligible Forms SCP-1 are transmitted to the Surplus Marketing Administration. When such numbers have been assigned, the copy and the carbon shall be detached and the original filed in the county office. The copies shall be forwarded currently (final transmittal to be made on June 16 of remaining forms in the county office) to the Surplus Marketing Administration, U. S. Department of Agriculture, Washington, D. C. Each transmittal of copies to the Surplus Marketing Administration shall be accompanied by a brief letter of transmittal showing the first and last serial numbers of Forms SCP-1 included in the transmittal. A copy of the letter of transmittal shall be retained in the county office. If desirable, a form letter of transmittal may be mimeographed in the county office.



(Suggested form letter to operators of cotton farms in connection with securing intentions to participate in the 1941 Supplementary Cotton Program)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

Dear Sir:

There is enclosed a copy of Form SCP-1 representing your farm covered by the work sheet serial number shown at the top of such form. This is the intention sheet which you must file to be eligible to participate in the 1941 Supplementary Cotton Program.

Under the 1941 Supplementary Cotton Program farm cotton order stamp payments will be computed at a rate of 10 cents per pound of the 1941 normal yield times the acreage which the 1941 planted acreage of cotton is below the smaller of the 1941 allotment or the 1940 measured cotton acreage as shown in items 1 and 2 of section II. If the entry in item 2 has been lined out, the 1941 allotment in item 1 will be used to determine the additional diverted acreage.

The cotton order stamp payment to be made to any cotton producer on the farm cannot exceed a value of \$25.00 with respect to any farm (\$50.00 in the case of the operator of a farm operated by two or more tenants or sharecroppers) except that in no event shall a producer's cotton order stamp payments with respect to all farms, wherever located, exceed a total number of cotton order stamps representing a value of \$50.00. If the additional diverted acreage is not sufficient to result in a computed farm payment of \$5.00, no cotton order stamp payment will be made with respect to such farm. Producers eligible to receive cotton order stamp payments will also be eligible to receive food and feed production payments. Both the cotton order stamp payments and the food and feed production payments are in addition to, and not in substitution for, any other payments under the programs.

Producers on your farm will not be eligible to participate in cotton order stamp payments and food and feed production payments unless the enclosed form is received in the county office before June 15, 1941. Accordingly, if it is intended to participate in this program, this form should not be laid aside; you must enter in item 3 the acreage of cotton which you intend to plant in 1941; enter in item 7 the number of producers (landlord, operator, tenants, and sharecroppers) who will share in the 1941 cotton crop on your farm; and sign your name in the space provided and return this form to the county office at once.

Very truly yours,

\_\_\_\_\_  
County Agricultural Conservation  
Committee



Form SCP-1 (Sample)

United States Department of Agriculture  
Agricultural Adjustment Administration

State and County code and farm  
serial number

Name of county

Intention Sheet No.

INTENTION TO PARTICIPATE IN THE 1941 SUPPLEMENTARY COTTON PROGRAM  
(This form must be filed with the County Agricultural Conservation  
Committee before June 15, 1941.)

Section I, REPRESENTATIONS:

The undersigned operator in 1941 of the farm identified by the foregoing farm serial number hereby certifies, for and on behalf of himself and all other producers on the farm interested in the production of cotton thereon in 1941, as follows:

- A. That there are shown below, in Section II, (1) the cotton acreage allotment determined for this farm under the provisions of the 1941 Agricultural Conservation Program, (2) the measured acreage of cotton on this farm in 1940, and (3) the total acreage of cotton intended to be planted on this farm in 1941.
- B. That the adjustment shown below, in Section II, in the acreage of cotton to be planted on this farm in 1941 below the 1941 cotton acreage allotment, or the measured acreage of cotton on the farm in 1940, whichever is the smaller,\* is intended to be made, and such adjustment as is made will be made in accordance with the provisions, and subject to the limitations, of the 1941 Supplementary Cotton Program so as to qualify this farm for cotton order stamps and so as to make such producers eligible to earn the special food and feed production payments which are to be made under the 1941 Agricultural Conservation Program.
- C. That any adjustment whereby the acreage planted to cotton on this farm in 1941 is below the 1941 cotton acreage allotment will be made in accordance with the provisions of the 1941 Supplementary Cotton Program under which such adjustment in the acreage of cotton is to be acreage diverted in 1941 from the production of cotton under the provisions of the 1941 Agricultural Conservation Program.

(If in both 1939 and 1940 no cotton was planted on the farm and in 1941 the acreage planted to cotton on the farm is less than 3 acres or 3 percent of the 1941 cotton acreage allotment, whichever is the smaller, but in any event less than one-tenth of an acre, the farm shall be considered a "new farm" in 1942 under the terms of section 344 of the Agricultural Adjustment Act of 1938.)

(Form SCP-1 Continued to page 6)



(Form SCP-1 Continued)

SECTION II. ACREAGE DATA AND COMPUTATIONS:

	Acres		For use in County Office
1. 1941 allotment	_____	4. 1941 intended diverted acres	_____
2. 1940 acreage	_____	5. 1941 normal yield	_____ lbs..
3. 1941 intended	_____	6. Item 4 x Item 5 x 10 cents \$	_____
		7. Number of producers to share in cotton crop . . . . .	_____
		8. Approximate cotton order stamps for farm . . . . .	\$ _____

\_\_\_\_\_  
Name of 1941 Operator

\_\_\_\_\_  
Signature of 1941 Operator

SECTION III. TIME OF FILING:

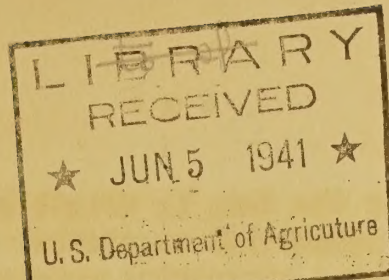
Filed in the County Office \_\_\_\_\_, 1941

\*If the county agricultural conservation committee finds that the acreage planted to cotton as measured in 1940 was reduced because of drought, flood, hail, insect pests, or any other natural cause beyond the control of the operator, the 1941 cotton acreage allotment shall be used to determine the acreage diverted under this program.



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SCP-3, Part II



Issued May 7, 1941

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

PART II. INSTRUCTIONS FOR EXECUTING FORM SCP-4, "APPLICATION AND RECEIPT  
FOR COTTON ORDER STAMP PAYMENT," AND FOR ISSUING COTTON ORDER  
STAMPS TO PRODUCERS

Section 1. General. - Form SCP-4 shall be prepared in the county office and the amount of payment due each producer shall be determined and cotton order stamps (hereinafter referred to as "stamps") issued to the producers as soon as possible after performance has been checked. Form SCP-4 has been printed as a rediform, original and one copy, with the carbon inserted, in order that the original may be used in accounting for the stamps furnished to the county office by the Surplus Marketing Administration and the carbon copy retained in the county office files.

Stamps may be issued only with respect to applications which are filed in the county office on or before March 31, 1942.

Section 2. Execution of Form SCP-4. - Form SCP-4 shall be prepared for each farm

- (1) for which a Form SCP-1 indicating an intended reduction in 1941 cotton acreage was filed in the county office before June 15, 1941. If a Form SCP-1 was filed before June 15, 1941, for any part of a farm which has been reconstituted after the Form SCP-1 was filed, any and all parts of the original farm are eligible for payment, if otherwise qualified.
- (2) on which the sum of the 1941 acreages of wheat, corn (in the commercial corn area), potatoes, commercial vegetables, rice, and tobacco does not exceed the sum of the respective allotments or permitted acreages under the 1941 Agricultural Conservation Program. In many cases there will be only one of the above-listed crops on the farm and the farm will be eligible for stamp payments under this provision, if the 1941 measured acreage does not exceed the allotment or permitted acreage for such crop. In the case of farms having two or more of the above crops, the allotment or permitted acreage for one of such crops may be underplanted although the allotment or permitted acreage for one or more of such crops may have been exceeded; if the excess acreage of any of such crops is less than the underplanted acreage, that is, the sum of the measured acreages for such crops does not exceed the sum of the allotments or permitted acreages for such crops, the farm is eligible for cotton order stamp payments under this provision.



In determining whether the farm is eligible for payment under (2) above, the acreage of potatoes and commercial vegetables shall be included only in those counties in the designated commercial potato or commercial vegetable area. In making this determination for farms in designated commercial potato and commercial vegetable counties for which no potato or vegetable acreage allotments or permitted acreages are established under the 1941 Agricultural Conservation Program, the smaller of the planted acreages or three acres shall be used as the permitted acreage. For non-wheat allotment farms in Area B the applicable one of the following shall be used: (a) the wheat allotment, if established, and the acreage of wheat harvested on the farm is not in excess of the allotment; (b) the usual acreage, if established, and no wheat allotment is established for the farm or a wheat allotment was established and the acreage of wheat harvested on the farm exceeds the wheat allotment but does not exceed the usual acreage; or (c) the smaller of the permitted acreage or the harvested acreage, where the harvested acreage exceeds the usual acreage or where no usual acreage is established.

If a bona fide entity such as a partnership, corporation, incorporated or unincorporated, association, trust, or estate earns a cotton order stamp payment under the 1941 Supplementary Cotton Program with respect to a farm, each of the members of the partnership, each of the stockholders, officers, or directors of the corporation, each of the members of the association, each of the beneficiaries or settlers of the trust, and each of the administrators, executors, or heirs of the estate will also be eligible in his individual capacity to earn such a payment on any other farm on which such individual shares as a producer in the 1941 cotton crop.

If the Form SCP-4 does not contain sufficient space for listing all producers interested in 1941 in the production of cotton on the farm, other Forms SCP-4 shall be properly identified and used as continuation sheets.

Enter the name of the county and the State and county code and the 1941 farm serial number in the spaces provided in the upper right corner.

Entries and computations shall be made in Section 2 of Form SCP-4 as follows: (Wherever under these instructions an entry is lined out the original entry must remain legible.)

- (1) Enter in column A the 1941 farm cotton acreage allotment.
- (2) Enter in column B the 1940 measured cotton acreage, unless the 1940 measured acreage was lined out on the Form SCP-1, in which case enter in column B the reason for the reduced acreage in 1940.
- (3) If no notation, "Flood," "Drought," etc. has been entered in column B, the larger of the entries in columns A and B shall be lined out.
- (4) Enter in column C the 1941 measured cotton acreage from the report of performance. (This entry shall not include any long-staple cotton which is not considered as "cotton" under the 1941 Agricultural Conservation Program.)



- (5) Enter in column D the 1941 intended cotton acreage as shown in item 3, section II of Form SCP-1. For farms which have been re-constituted and for which no intention sheet has been submitted, the intended cotton acreage shall be determined as follows:
- (a) For combined farms all of which were covered by intention sheets, the intended acreage shall be that proportion of the allotment for the combined farm which the sum of the intended acreages for the original farms was of the sum of the allotments for the original farms.
  - (b) For combined farms a part of which was covered by intention sheets, the intended acreage for the combined farm shall be that proportion of the allotment for the combined farm which the sum of the intended acreages bears to the sum of the allotments for those farms for which intention sheets were filed.
  - (c) For a farm which has been divided the intended acreage for each subdivision shall be apportioned among the subdivisions in the same manner in which the 1940 cotton acreage is apportioned.
- (6) The smaller of the entries in columns C and D shall be lined out.
- (7) Enter in column E the cotton acreage diverted for stamp payment, which shall be obtained by subtracting the entry remaining in columns C and D from the entry in columns A or B, which has not been lined out. If no cotton acreage was diverted for payment, enter "0" in column E; the words "No Payment" shall be written across the face of the application and no further entries shall be made.
- (8) Enter in column F the 1941 normal cotton yield for the farm.
- (9) Enter in column G the exact amount determined by multiplying the entry in column E by the normal yield in column F times 10 cents. If the amount so determined is less than \$5.00, no payment may be made to anyone with respect to the application; in such cases the words "No Payment" shall be written across the face of the application and no further entries shall be made.

Entries shall be made in Section 3, Form SCP-4, as follows:

- (1) Enter in column A the names and addresses of the cotton producers and in column B their shares of the 1941 cotton acreage from the report of performance for the farm. The operator's name and address shall be entered in line 1 of column A in all cases. If, in accordance with the provisions of the 1941 Agricultural Conservation Program, the 1941 measured acreage of cotton is not to be used in determining the producers' shares, the producers' shares shall be determined by the county committee, in accordance with the provisions



of the 1941 Agricultural Conservation Program, at the time it approves the Form SCP-4. The sum of the producers' shares in column B, if expressed as acreages, must equal the entry in column A or column C, Section 2, whichever is applicable, or, if expressed in percentages, must equal 100 percent.

- (2) Indicate by entering the word "Yes" or the word "No" in column G from available county office records, opposite the name of each producer, whether he is interested in other farms in the county.
- (3) Enter in the space provided the payment factor determined by dividing the farm payment in column G, Section 2, by the total of the producers' acreage shares in column B. This factor shall be carried at least two places beyond the decimal point. 1/ This factor is not necessary in cases where one person receives all of the cotton crop or where there is just one "cotton crop" on the farm in which two or more persons share in the entire cotton acreage. For example, if one person receives all of the crop, transfer the entry in column G, Section 2, to column C opposite that person's name; if two people share  $1/4$  and  $3/4$  in the entire cotton acreage on the farm, enter in column C  $1/4$  of the entry in column G, Section 2, opposite the name of the producer receiving  $1/4$  of the cotton crop and enter  $3/4$  of the amount in column G, Section 2, opposite the name of the producer receiving  $3/4$  of the cotton crop.
- (4) Enter in column C on each line the result, rounded to the nearest cent, obtained by multiplying the payment factor by the entry in column B on the respective line. The sum of the entries in column C should not vary from the entry in column G, Section 2, by more than 25 cents. 1/
- (5) If any producer applying for a stamp payment is interested in another farm in the county on which the cotton acreage allotment is overplanted in 1941, the amount determined by multiplying such producer's share of the excess acreage on the overplanted farm by the normal yield for such farm times 10 cents shall be deducted from any payments computed for him in the county. In such cases the notation, "Diversion Offset" followed by the serial number of the overplanted farm shall be entered above the producer's name in column A and the amount computed in column C for him shall be lined out and the amount if any, determined by subtracting the deduction for the overplanted farm from the lined out entry shall be entered immediately above. If the deduction is in excess of the payment computed for the producer for the farm on which the deduction is first applied against his payment, the remaining amount of the deduction shall be applied

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1/ In cases where the producers' shares are expressed as percentages, it is not necessary to determine a payment factor and the amount to be entered in column C opposite each producer's name shall be determined by multiplying the percentage in column B opposite his name times the entry in column G, Section 2.



against his payment for any other farm(s). If deductions for excess acreage are applied against the payment for the producer for two or more farms, a notation of the total amount of the deduction and the amount applied against his payment on each other farm shall be entered and designated on the multiple farm list furnished the State office.

- (6) Enter in column D the value of the stamps to be issued to each producer. This amount shall be rounded to the nearest half dollar; in rounding, amounts of 25¢ or less shall be disregarded and amounts of 26¢ or over shall be rounded upward.
- (7) The amount of stamps to be issued to each producer shall be determined as follows:

For each producer interested in 1941 in the production of cotton on the farm enter in column D opposite his name the smaller of \$25.00 or the amount in column C (rounded to the nearest half dollar), except that for the operator 2/ of a farm with two or more tenants or share croppers interested in 1941 in the production of cotton enter in column D opposite his name the smaller of \$50.00 or the amount in column C (rounded to the nearest half dollar).

The total stamp payment to be made to any producer with respect to all farms, wherever located, cannot exceed \$50.00. Accordingly, before issuing stamps to any producer indicated in column G as interested in one or more other farms in the county, the payment to which he is entitled shall be entered on the multiple farm list immediately after the application is computed. (Instructions regarding these entries on the multiple farm list will be contained in the instructions for furnishing multiple farm lists to the State office.) The amount of payment which may be made and the amount which shall be entered on the multiple farm list shall be the smaller of (a) the amount in column D opposite the producer's name or (b) the amount, if any, by which \$50.00 exceeds the sum of the previous stamp payment entries on the multiple farm list.

If the entries on the multiple farm list indicate that the payment for any producer with respect to a particular farm is to be reduced because of the \$50.00 limitation, the amount entered in column D shall be lined out and the amount of payment which may be made shall be entered immediately above. In such cases the notation "\$50.00 limit" shall be entered above the name of the producer in column A on Form SCP-4. In any case where it is indicated on the multiple farm list that a total of \$50.00 has been made available to the

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2/ This provision does not apply in the case of a farm on which all persons on the farm have the same status and one of them has been designated as "operator" solely for the purpose of addressing notices of farm acreage allotments, etc.



producer on applications previously prepared, the entry in column D on the application shall be lined out and the notation "\$50.00 limit" shall be entered in column E opposite the name of the producer.

- (8) When the multiple farm lists are forwarded to the State office, the State office shall check the lists for those producers who are indicated as interested in farms in two or more counties in the State. If it is found in any case that a producer received in excess of \$50.00 in the State or that he received payments to which he was not entitled because he was interested in cotton production on a farm on which the cotton acreage allotment was overplanted to the extent that any part of the payments issued to him were offset by deductions, his name shall be placed on the register of indebtedness for the amount of the excess payment. A letter shall be addressed to him by the State office requesting a return of the excess stamps or a refund of the face value of the excess stamps, and, if such return is not made or such refund is not obtained, the amount of excess stamp payment shall be considered as an Agricultural Adjustment Administration debt with respect to the order of priority of set-offs. Any amounts set off for excess stamp payment shall be scheduled to the "Treasurer of the United States" in care of the Surplus Marketing Administration, Washington, D. C., in accordance with the existing procedure for making set-offs. In such cases, the respective county office(s) shall be furnished a copy of the letter addressed to the producer by the State office and, if any stamps are returned to the State office by the producer, they shall be forwarded immediately to the county office through which the stamps were issued, in order that they may be cancelled and accounted for as provided in Part III of these instructions.

Section 3. Issuance of Cotton Order Stamps to Producers. - The books of stamps will be in denominations of 50¢, \$1, \$2, \$3, \$4, \$5, \$10, \$20, and \$25; and a minimum number of books must be used in issuing the proper amount of stamps to each producer. When the amount of stamps to which each producer on the farm is entitled has been determined, the amounts shall be checked by another person in the county office and cotton order stamp books shall be prepared for each producer to equal the value of stamps due him, as shown in column D opposite his name. The number and denomination of stamp books issued to the producer shall be entered in column F opposite his name. For example: If a payment of \$17.00 is to be made to a producer, enter in column F opposite his name 1- \$10.00, 1- \$5.00, 1-\$2.00.

The name of the producer, as shown in column A, shall be entered on the front cover of each book issued to him. A rubber band shall be placed around the book(s) of stamps, with the book containing the largest value on top, for each producer so that his stamps will be together in one batch until they are delivered to him.

Stamps shall be delivered to producers as soon as possible after their performance has been determined. The stamps may be delivered to producers at the



county office or, if less expensive, at meetings held in the various communities when a sufficient number of stamps to justify such a meeting is ready to be delivered to producers in the community.

When stamps are delivered to the producer he shall read, or the person delivering the stamps shall acquaint him with, the certifications in paragraph A of Section 1 of Form SCP-4. If the producer can properly make such certifications, he shall receive the stamps in the amount shown in column D opposite his name and he shall at the same time enter his signature in the applicable space in column E as his acknowledgment that he received the stamps. Signatures shall be affixed in accordance with the provisions of ACP-16. The producer shall immediately sign his name (as shown on the front cover) in the space provided on the inside of the front cover of each book of stamps received by him; this shall be done in the presence of the person delivering the stamps to the producer. If the producer's signature is made by mark (X) it shall be witnessed by one person (the person delivering the stamps) on the application and on each book issued to him. The signature of the witness shall appear below the signature by mark in the same space.

In any case where the producer fails or refuses to make application for the stamps due him, the reason therefor shall be entered in the space provided for his signature.

The date the application was filed in the county office shall be entered in the space provided on Form SCP-4 and shall be the date on which the first producer whose name is shown in column A signs the application.

After stamps have been issued to producers on the application, the county committee shall review the application and, if the committee approves the application, its approval shall be indicated by the signature of one of its members in the space provided on Form SCP-4.

To expedite the making of application for and delivery of stamps to absentee producers who are entitled to stamps and who cannot conveniently come to the county office and who will not be reached in community deliveries, a letter (similar to Exhibit A, attached) shall be prepared.

The letter (Exhibit A) shall be prepared in duplicate, the maximum amount of stamps which the producer may receive with respect to his cotton farm(s) in that county shall be entered in the space provided, and the original of the letter shall be mailed, together with the mail-application (Exhibit B), to the address of the producer as shown in the county office records. The county office shall enter on the mail-application accompanying the letter to the producer the name and address of the county office, the name of the county and State and the county code and farm serial number(s) of the producer's farm(s). For the absentee producers' information the county office shall also enclose a copy of Form SCP-4 marked "Sample Copy". If the producer's mail-application (Exhibit B) in response to such letter is not received within thirty days after the date the letter is mailed to him, it will be presumed that he has made, or intends to make, application in some other county; therefore, no stamps shall be issued to him with respect to any farm in which he is interested in that county, unless it later



develops that he has not received the maximum amount of stamps to which he is eligible under the 1941 Supplementary Cotton Program and files an application.

If the mail-application for stamps is received in the county office within thirty days, stamp books properly prepared in the amount for which he is eligible with respect to his farm(s) in that county shall be transmitted to him by express collect. The express receipt shall be securely attached to the copy of SCP-4 for one of the producer's farms in the county as his receipt for the stamps, and a notation of the number shown on such receipt shall be made in the space for the producer's signature on each Form SCP-4 showing an amount in column D of stamps issued to the producer.

Section 4. Adjustment Applications. - In any case where it is found, after stamps have been issued to a producer, that he was issued stamps representing a value of more or less than he was entitled to, corrections shall be made in accordance with the following instructions. Corrections in the amount of stamps issued to the producers shall also be made on the multiple farm list and, if the multiple farm list has been forwarded to the State office, the State office shall be advised immediately of the corrections to be made.

- (a) Overpayment. - The producer shall be notified immediately that he received an overpayment, and of the circumstances which caused the error. The producer should be requested in writing to return the stamps or money equal to the value of the stamps. The State office shall be furnished a copy of the letter notifying the producer of the overpayment in order that the producer's name may be placed on the register of indebtedness for the amount of the overpayment. Any stamps returned shall be handled as provided in Part III of these instructions. Any remittances of money should be in the form of a post office money order or certified check payable to the Treasurer of the United States and upon receipt should be forwarded to the Surplus Marketing Administration, Washington, D. C., immediately, together with a letter setting forth the facts in the case. A signed copy of the letter addressed to the Surplus Marketing Administration shall be furnished the State office in order that the producer may be credited with the amount refunded on the register of indebtedness.
- (b) Underpayment. - If it is found that an underpayment has been made to a producer, an application shall be prepared and shall be designated by the word "Adjustment" following the farm serial number. The application shall be prepared in accordance with the instructions for preparing original applications except that there shall be entered in column D, above the correct amount of stamps for the producer, the amount of stamps issued to him on the erroneous application. These two amounts shall be circled and the additional amount of stamps to which he is entitled shall be entered immediately by the circled entries. The additional amount of stamps may then be issued to the producer in accordance with the procedure set forth in section 3 and the adjustment application shall be securely attached to and filed with the original application.



If additional stamps are forwarded to an absentee landlord under an adjustment application, they shall be sent by registered mail, return receipt requested, and the registry fees shall be paid by the county association. In such cases the letter to the absentee landlord (Exhibit A) and the mail application (Exhibit B) shall be changed to show that the stamps will be sent by registered mail postpaid.



Exhibit A

\_\_\_\_\_  
(Address of county office)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

Dear Sir:

Under the 1941 Supplementary Cotton Program cotton order stamp payments are made to producers interested in 1941 in the production of cotton on eligible farms for which the 1941 cotton acreage is less than the 1941 allotment or the 1940 cotton acreage, whichever is smaller. Each stamp will have a face value of 25¢ and can be used in any cooperating retail store or mail order house in exchange for new products made entirely in the United States and except for bindings, buttons, and other fasteners and trimmings, made entirely from cotton fiber produced in the United States.

The maximum amount of stamps which any producer may receive under this program cannot exceed \$50.00 if he is interested in the production of cotton in 1941 on two or more farms, wherever located, or if he is the operator of a farm with two or more tenants or sharecroppers who are interested in 1941 in the production of cotton thereon; otherwise, the maximum amount a producer may receive is \$25.00.

For your information there is enclosed a "sample" copy of Form SCP-4. There is also enclosed a mail-application for cotton order stamps for which you are eligible in this county which you are to execute and return to this office as provided below.

The maximum amount of stamps which you are eligible to receive in this county is \$\_\_\_\_\_. If you do not have any cotton farming interests in any other county you should make application as provided below for your stamps in this county. If you have cotton farming interests also in another county, you will receive a letter similar to this from such other county and it will be for you to decide in which county you will make application for your maximum amount of cotton order stamps. If you do not return the mail-application as provided below within 30 days from the above date, we will assume that you are applying in some other county and not in this county.



If you make application in more than one county and receive stamps in excess of \$50.00, you will have to return the excess stamps or make a cash refund of the excess amount. Any excess will be determined as a routine check in connection with your other multiple farming interests, if any, under the program; and so to avoid any refund later, you should not apply for a total of more than \$50.00 in cotton order stamps with respect to all your farming operations.

If you wish to make application in this county, read carefully and execute the attached mail-application form. The amount which you must enter in item (a) shall be the smaller of (1) the difference between \$50.00 and the amount, if any, you have already applied for (to be shown in item (b)) or (2) the maximum amount available for you in this county as shown above. When you have entered such amount, enter in the proper spaces the date and sign your name as it is written above, have a witness to your signature sign in the space provided, enclose in an envelope, and mail the application to the above address of this county office. If your name is incorrectly shown, you should, of course, enter your correct signature, in which case a notation of the error should be entered immediately below your signature. Remember that this should be done within thirty days from the above date. The cotton order stamps will be sent to you by express collect. We have been advised by the express company that the charges for making this delivery will amount to \_\_\_\_\_ cents.

Very truly yours,

---

County Agricultural Conservation  
Committee



Exhibit B

(Name and Address of County Office)

\_\_\_\_\_  
(County and State)

\_\_\_\_\_  
(State and county code and 1941  
farm serial number)

MAIL -- APPLICATION FOR COTTON ORDER STAMPS

1941 Supplementary Cotton Program

I, the undersigned producer, hereby certify that as landlord I am interested in the production of cotton in 1941 on the farm(s) identified by the above farm serial number(s), and hereby make application for cotton order stamps in the amount of (a) \$ \_\_\_\_\_, determined on the basis of my acreage share(s) of the 1941 cotton crop(s) in my farming interests in the above county. I understand that under the terms of this program the maximum amount I may receive is \$50.00 if I am interested in the production of cotton in 1941 on two or more farms wherever located, or if I am the operator of a farm that is operated with two or more tenants or sharecroppers who are interested in 1941 in the production of cotton thereon; otherwise, I am eligible only for a maximum amount of \$25.00. I also understand that these stamps will be sent to me by express, collect. I further certify that I have not made, and will not make, application for cotton order stamps in excess of the maximum amount for which I am eligible.

I have already applied for (b) \$ \_\_\_\_\_ 1/ in stamps in \_\_\_\_\_  
County, \_\_\_\_\_ State.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

1/ Enter the word "None" if no stamps have been applied for in any other county.



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★ OCT 30 1941INSTRUCTIONS FOR EXECUTING FORM SCP-4, "APPLICATION AND  
RECEIPT FOR COTTON ORDER STAMP PAYMENT," AND FOR ISSUING  
COTTON ORDER STAMPS TO PRODUCERS

## I

The first sentence of item (2), section 2, page 1, is hereby amended to read as follows:

- "(2) on which the sum of the 1941 acreages of wheat, corn (in the commercial corn area), potatoes, commercial vegetables, rice, and tobacco does not exceed the sum of the respective allotments or permitted acreages under the 1941 Agricultural Conservation Program by as much as the acreage diverted from the production of cotton determined in accordance with item (7) below."

## II

Item (7), section 2, page 3, is amended to read as follows:

- "(7) Enter in column E the diverted cotton acreage, which shall be obtained by subtracting the entry remaining in columns C and D from the entry in column A or B which has not been lined out. If the sum of the 1941 acreages of wheat, corn (in the commercial corn area), commercial vegetables, rice, and tobacco exceeds the sum of the respective allotments or permitted acreages under the 1941 Agricultural Conservation Program, circle the acreage figure entered in column E and enter above or beside the circled figure the result, if any, obtained by subtracting from it the acreages by which the crops named above exceed the sum of the respective allotments or permitted acreages. If a partial payment is made under the application, the county committee's certification (Section 1B) on the Form SCP-4 for the farm shall be revised as follows (underscoring indicates insertions to be made):

\* \* \* that the sum of the 1941 acreages of wheat, corn (in commercial corn area), potatoes, commercial vegetables, rice and tobacco exceeds by 1/ acres the sum of the respective allotments or permitted acreages for such crops for this farm under the 1941 Agricultural Conservation Program; \* \* \*."

"If no cotton acreage was diverted for payment (that is, there is no uncircled entry in column E), the words "No Payment" shall be written across the face of the application and no further entries shall be made."

1/ Acreage by which the entry in column E is reduced.







Issued May 23, 1941

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AGRICULTURAL ADJUSTMENT ADMINISTRATION

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PART III. INSTRUCTIONS FOR HANDLING AND ACCOUNTING FOR COTTON ORDER STAMPS

U. S. Department of Agriculture

Section 1. General. - Cotton order stamps will be forwarded to the Treasurer of the County Agricultural Conservation Association (hereafter referred to as Association Treasurer) by the Regional Disbursing Office (hereinafter referred to as DO). Each Division of the Agricultural Adjustment Administration will furnish the Chief, Finance Division, Surplus Marketing Administration, prior to May 15, 1941, a list of the names and addresses of the Association Treasurers for cotton counties and will also advise the Surplus Marketing Administration (hereinafter referred to as SMA) of any changes in the list. The Association Treasurer is responsible for the stamps and must account for all stamps delivered to him either by returning the stamps to the DO or by forwarding to the SMA properly executed Forms SCP-4, "Application and Receipt for Cotton Order Stamps."

The Association Treasurer shall make arrangements for a safe place to store the stamps in his possession. Rental for a safety deposit box or other space for safe deposit may be paid from the county association funds.

Section 2. Association Treasurer's Receipt for Stamps from DO. - The first requisition for stamps for each county will be prepared by the SMA and the total quantity of stamps and number of each class of stamp books in the original order will be based on the Forms SCP-1, "Intention to Participate in the 1941 Supplementary Cotton Program," forwarded to the SMA by the county offices.

Additional stamps needed shall be requested from the SMA by the Association Treasurer as needed. These requests shall be in the form of a letter prepared similar to the following:

Date

"Chief, Finance Division,  
Surplus Marketing Administration,  
U. S. Department of Agriculture,  
Washington, D. C.

"Dear Sir:

"I hereby request cotton order stamp books as follows:

<u>Value of Books</u>	<u>Number of Books</u>	<u>Total Value</u>
50¢	100	\$ 50.00
\$5.00	20	100.00
10.00	5	50.00
Total	125	\$200.00

"Very truly yours,

/s/ John Doe  
Treasurer, \_\_\_\_\_ County A.C.A."



Upon receipt of the request from the Association Treasurer, the SMA will immediately requisition the stamps from the DO, which will transmit the stamps to the Association Treasurer.

Stamps will be sent from the DO to the Association Treasurer, together with a yellow (receipt) copy and a green copy of Treasury Department, Division of Disbursement, Form No. 1728. The orange copy of the Form No. 1728 will be forwarded to the State office of the Agricultural Adjustment Administration by the DO. When the stamps are received by the Association Treasurer, he shall check them to see that the shipment contains the exact number of stamp books complete with stamps listed on the Form 1728 and, if so, shall execute the "Receipt" on the yellow copy of Form 1728 as follows and return the yellow copy to the DO immediately:

- (1) In the space for "Name of Requisitioning Agency" insert, "Surplus Marketing Administration: AAA County Committee, \_\_\_\_\_ (County) \_\_\_\_\_ (State) \_\_\_\_\_."
- (2) The Association Treasurer shall enter his signature in the space provided for "Signature of Authorized Representative;" his title in the space provided for "Title of Authorized Representative;" and the date of signature in the space provided.

The green copy of Form 1728 shall be retained in the county office files.

In the event the shipment does not contain the exact number of stamp books complete with stamps listed on Form 1728, the Association Treasurer shall advise the DO by telegram setting forth the discrepancies and shall retain the shipment until instructions are received from the DO. A copy of the telegram shall be mailed to the State office and the State office shall be advised of the final disposition made of the shipment.

Section 3. Return of Unused Stamps to the DO. - Any stamps which will not be issued to producers (or stamps returned by producers in cases of overpayment) shall be returned to the DO by the Association Treasurer as soon as it is determined that the stamps will not be issued, but in no event later than March 31, 1942.

The stamps shall be returned with a letter prepared similar to the following:

"Mr. \_\_\_\_\_,  
Assistant Disbursing Officer, Treasury Department,  
\_\_\_\_\_ (Town) \_\_\_\_\_ (State) \_\_\_\_\_.

"Dear Sir:

"There are enclosed cotton order stamp books as follows:



<u>Value of Books</u>	<u>Number of Books</u>	<u>Total Value</u>
\$10.00	4	\$ 40.00
20.00	8	160.00
Total	12	\$200.00

"Please execute the receipts on the attached copies and forward them as indicated.

"Very truly yours,

/s/ John Doe  
Treasurer, \_\_\_\_\_ County A.C.A."

-----  
"R E C E I P T

"I hereby acknowledge receipt from John Doe of the cotton order stamp books listed above.

\_\_\_\_\_  
Assistant Disbursing Officer

\_\_\_\_\_, 1941"  
Date

-----  
The original and three copies of the letter shall be transmitted to the DO. The first copy shall be marked "Return to \_\_\_\_\_, Treasurer \_\_\_\_\_ County A.C.A., (Town) \_\_\_\_\_, (State) \_\_\_\_\_." The second copy shall be marked "Forward to: Chief, Finance Division, Surplus Marketing Administration, U. S. Department of Agriculture, Washington, D. C., and the third copy shall be marked "Forward to Mr. \_\_\_\_\_, (Title 1/), Agricultural Adjustment Administration, \_\_\_\_\_ (Town) \_\_\_\_\_, (State) \_\_\_\_\_."

The receipts will be executed by the DO and distributed as indicated.

Section 4. Transmittal of Forms SCP-4 to SMA. - After Forms SCP-4 have been completely executed (that is, stamps have been issued to all producers shown thereon and the form has been approved by the county committee), the

1/ Southern Region, - Administrative Officer in Charge; East Central Region, - State Executive Officer; North Central and Western Regions, - Chairman of the State Agricultural Conservation Committee.



total of column D, Section 3, shall be checked, and corrected if necessary, to determine that it represents the total value of the stamps actually issued to producers on the application. The original shall then be detached and forwarded to the Chief, Finance Division, Surplus Marketing Administration, U. S. Department of Agriculture, Washington, D. C., and the copy filed in the county office. Mail applications and the related express or registered mail receipts shall be securely attached to and filed with the county office copy of the application.

The original Forms SCP-4 shall be listed on transmittal sheets (regional Form SR-415, Form ECR-Office Form No. 12, Form WD-10, or Form RF-9, as the case may be) prepared in triplicate. Transmittal sheets shall be assigned numbers in sequence, beginning with the number "1" and the notation, "1941 Supplementary Cotton Program", shall be entered below the title of the form. The State and county code, the name of the county, and the form number (SCP-4) shall be entered in the spaces provided. The farm serial number for each Form SCP-4 included in the transmittal and the total value of the stamps issued to producers on the application (the total of column D, Section 3, Form SCP-4) shall be entered. If the application is an adjustment application (see section 4 of SCP-3, Part II) it shall be identified by entering the letters "Adj." immediately after the serial number. The total number of Forms SCP-4 and the total value of the stamps issued on such applications shall be entered and designated at the bottom of the transmittal sheet. The original Forms SCP-4, together with the covering transmittal sheet(s), shall be forwarded to SMA weekly and a copy of each transmittal sheet shall be forwarded to the State office at the same time. The remaining copy of the transmittal sheet shall be retained in the county office files.

The last transmittal of Forms SCP-4 shall be indicated by entering the words "Final Transmittal" thereon. All stamps on hand shall then be returned immediately to the DO as provided in section 3 hereof.

If the county committee has reason to believe that any producer will not apply for stamps with respect to a farm, the reason shall be noted in the space provided for his signature on the Form SCP-4 (see section 3 of SCP-3, Part II); the total of column D, section 3, of Form SCP-4, corrected to indicate the total value of the stamps actually issued; and the Forms SCP-4 transmitted to the SMA as provided herein. If the producer later applies for the stamps due him, a supplemental Form SCP-4 shall be prepared as follows:

- (1) Enter the name of the county and the State and county code and farm serial number in the spaces provided. The designation "Supp." shall be entered following the farm serial number.
- (2) Section 2 shall be executed as on the original application.
- (3) Data shall be shown in section 3 only for the producer applying for the stamps.
- (4) The producer shall sign the application and receive stamps as provided in Part II of SCP-3.



The original of the supplemental application shall be transmitted to the SKA as provided herein, except that the designation "Supp." shall be entered following the farm serial number on the transmittal sheet. The copy of the supplemental application shall be securely attached to and filed with the original application in the county office.

Section 5. State Office Instructions. - The State office shall maintain files by counties of:

- (1) The copies of requisitions showing stamps issued to Association Treasurers.
- (2) The copies of DO receipts for stamps returned.
- (3) Copies of transmittal sheets covering Forms SCP-4.
- (4) Reports of audits of county office stamp records.
- (5) Copies of correspondence and any other material regarding the handling of applications or stamps in the county office.

In the event any Association Treasurer is replaced, the State office representative auditing the Treasurer's accounts shall also audit the stamp account and determine whether all the stamps issued to the outgoing Treasurer have been properly accounted for. The incoming Treasurer shall deliver to the outgoing Treasurer a receipt for all stamps on hand at the time he takes office.

Representatives of the State office shall audit Forms SCP-4 on which stamps are issued to producers. In making this audit they shall determine that:

- (1) A properly executed intention sheet was filed in the county office prior to June 15, 1941.
- (2) The data in section 2 are correct.
- (3) The names, addresses, signatures of producers, and the producers' shares on Form SCP-4 agree with the related parity payment applications.
- (4) The payment computed for each producer in column C is correct.
- (5) The amount of stamps issued as shown in column D has been properly limited to \$25.00 or \$50.00, whichever is applicable, and agrees with the amount shown on the transmittal sheet for the application.
- (6) In the case of mail applications
  - (a) the amount of stamps applied for is correct, and



- (b) the express or registered mail receipt is securely attached to and filed with the county office copy of the application.

The State office representative shall enter his initials and the date on each Form SCP-4 and transmittal sheet audited and approved by him. He shall also file a written report for each county with the State office setting forth in detail any errors made in issuing stamps. A copy of the report shall be filed in the State office with the respective county file of transmittal sheets and receipts for stamps.

\* \* \* \*